



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JAMES V. PERDUE
COMMISSIONER

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Mental Health Specialist III
(Children & Adolescents Services
Coordinator for Mental Illness) **NUMBER:** 15-34

JOB CODE: A6500 **DATE:** 09/04/2015

SALARY RANGE: 78 (\$47,757.60 - \$72,686.40) **PCQ#:** 8813332

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Master's degree in a human services field, plus considerable experience (48 months or more) in the development, provision, and/or monitoring of intervention and treatment services for children and adolescents who have mental health disorders, **OR** current permanent status (24 months or more) as a Mental Health Specialist II performing duties as indicated above. **Preference will be given to individuals with 24 months or more experience in an administrative or supervisory capacity.**

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK: This is advanced professional and administrative work coordinating and monitoring the array of children and adolescent intervention and treatment services certified and/or contracted by the ADMH Mental Illness and Substance Abuse Division. The employee in this position will be responsible for assisting in the design and development of children and adolescent mental health treatment programs and services, including establishing program goals and objectives, and developing policies and procedures for child and adolescents with mental health issues. This position interacts with other state agencies, provider organizations, and advocacy organizations related to child and adolescent mental health services. Work involves providing consultation and technical assistance to providers and others working for and within the mental health treatment delivery system for children and adolescents; conducting quality of care and contract compliance site visits at provider programs and preparing reports of findings; assisting in the development, implementation, and interpretation of new or revised divisional, departmental, legislative, or other initiatives; reviewing and analyzing provider program descriptions and staffing plans; assisting with the development of request for proposals for children and adolescent programs and the development of criteria for the awarding of grants; making presentations before advocacy, civic, and community organizations and providers to give information on the needs of children and adolescents; and participating in in-state and out-of-state conferences, trainings, and meetings. Supervision is exercised over professional and clerical employees engaged in carrying out child and adolescent services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of child and adolescent services provided by state and local public mental health agencies, other state agencies and organizations, and private agencies. Consider knowledge of working with consumer/parent support organizations. Considerable knowledge of and ability to develop plans for program development consistent with recognized evidence-based/best practices. Considerable knowledge of traditional funding sources for children's programs and with DMH contract provisions. Considerable knowledge of and/or experience with Multiple Needs Child process. Ability to plan, organize, and prioritize work activities in an independent manner. Ability to prepare grant applications in accordance with federal guidelines. Considerable knowledge of and the ability to interpret and apply local, state, and federal laws, regulations, and policies, particularly as related to involuntary civil commitment of juveniles and including confidentiality, privacy and other consumer rights issues. Considerable knowledge of certification, licensing, and accreditation standards and their application to children and adolescent mental health intervention and treatment. Ability to develop and implement policies and procedures. Ability to develop short- and long-range plans. Ability to develop, organize, and conduct meetings, trainings and workshops effectively. Ability to manage multiple projects simultaneously. Ability to express ideas clearly, both orally and in writing. Ability to analyze business situations, rules, regulations, policies, and procedures, and formulate an effective course of action. Ability to maintain accurate records and develop reports. Ability to use a personal computer, including Microsoft Office Software and the internet. Ability to travel within the state and to national meetings. Ability to effectively interact with families of children and adolescents with severe emotional disturbances.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: October 2, 2015